



COOK SPECIALIST I

Departmental Open

EXAM ID: 4TR21

Department(s):	Department of Transportation
Bulletin Release Date:	August 21, 2014
Final Filing Date:	September 12, 2014 – Continuous
Salary:	MONTHLY-RANGED-SALARY - \$2,021.67 to \$3,038.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Spot: Single Selection
Location(s):	Dist 03 Caltrans Marysville Dist 10 Caltrans Stockton

INTRODUCTION

Candidates may only establish eligibility in one of the above locations. Indicate the location for which you will accept employment on the Conditions of Employment form on the Supplemental Application Questionnaire.

EQUAL EMPLOYMENT OPPORTUNITY

The Department of Transportation is an equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the

use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have list eligibility, you may not reapply for twelve (12) months from your eligibility date. Candidates that are unsuccessful in the exam must wait 6 months from the testing date before reapplying to take the exam.

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. Pursuant to Government Code, late submissions must not be accepted.

FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

Department of Transportation
Exam Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036

***FILE IN PERSON:**

Department of Transportation
Exam Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816

***Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, or programs and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

POSITION STATEMENT

This is the first working level in the Cook series. Employees in the class of Cook Specialist I normally work under the supervision of a Cook Specialist II performing the less responsible and less skilled duties required in the preparation, cooking, and dispensing of food. Employees in this class may be used in detached living units for short order food preparation and supervision of food serving by residents.

ELIGIBLE LIST INFORMATION

A Departmental Open spot eligible list will be established for the Department of Transportation in District 3 and 10. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 24 months after the list is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understand and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

Please click on the link below to review the official California State Personnel Board class specification:

<http://www.calhr.ca.gov/state-hr-professionals/pages/2185.aspx>

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing the duties of a Food Service Technician I.

Or II

One year of experience in assisting a cook in the preparation and cooking of a varied menu. (Full-time training in a recognized trade school or training program for cooks may be substituted for the required experience on the basis of one month of school attendance being equal to two months of experience.)

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application Questionnaire weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

It is anticipated that the Supplemental Application Questionnaire will be mailed to candidates who meet the Minimum Qualifications in September/October 2014.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Kitchen sanitation and safety measures
2. Food handling sanitation Methods and techniques of freehand drawing and color illustration
3. Principles, procedures, and equipment used in the storage, care preparation, cooking, and dispensing of food in large quantity
4. Methods and procedures used in the operation, cleaning, and care of utensils, equipment, and work areas

Ability to:

1. Complete satisfactorily a training program in the preparation and cooking of all food groups
2. Follow directions
3. Keep records
4. Analyze situations accurately and adopt an effective course of action
5. Communicate at a level appropriate to the classification
6. Prepare and cook all food groups and use appropriate equipment
7. Determine the quality of the food
8. Prepare and follow menus, recipes, and formulas
9. Work effectively alone or with others

SPECIAL PERSONAL CHARACTERISTICS

1. Willingness to work with the resident population of a State institution and individual needs in remote locations
2. Personal cleanliness and hygiene
3. Good sense of smell and taste

VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-7858.

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the testing department three weeks after the final filing date if he/she has not received his/her notice.

Applications are available at www.jobs.ca.gov, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2)

departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.
3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <http://jobs.ca.gov/Job/VeteransInformation> or from the California Department of Human Resources, 1515 "S" Street, North Building, Suite 400, Sacramento, CA 95811 and the Department of Veterans Affairs.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.